**NAME: SRADHA KEDIA**

**ROLL NO. : 57**

**SUBJECT : MCAC105 TECHNICAL COMMUNICATION**

**Assignment 3rd**

**Ques 1: Explain the differences between descriptive and expository writing. What makes Technical writing different from other writings.**

**I. Expository**

The main purpose of this type of writing is to explain. In expository writing, the author focuses and emphasis on telling or explaining a given topic or subject. This is the most common types of writing. There is no place for the writer’s opinion, emotions, biases or points of view. The main motive of this writing style is to spread information.

**Highlights**

* It has fact and figures
* Organized in a logical order and in proper sequence
* It explains the subject

**Areas of Usage**

* Textbooks Writing
* Business writing
* Research Papers
* Encyclopedias
* Technical Writing
* Essays
* Reports
* Recipes Writing
* Scientific Writing

**II. Descriptive**

* The main purpose of this type of writing is to describe. It focuses on describing a character, a place, an event, an object or an action. There is a very slight difference between expository and descriptive writing styles. The descriptive style is more detailed, personal and subjective.
* **Highlights**
* It uses figures of speech
* The writer makes the readers feel, hear, and visualize the situation the way he wants
* It describes places, people, events, situation, or locations in a highly – detailed manner
* **Areas of Usage**
* Poetry
* Novels
* Diaries Writing
* Plays
* Journals Writing

**Technical Writing is different from other Writings:**

* Technical writing focuses on factual and straight forward content whereas other writing focuses on general subjects of writing.
* Technical writing aims to impart information, instructions and explanations whereas other writing aims at amusement.
* Technical Writing focuses on more technical words specific to the area whereas other writings focuses on more common words suitable to the general topic.
* Technical writing has its specific set of audience or readers whereas other writings may not have specific set of audience or readers.

**Ques 2: As the head of your company, write a memo to the head of finance branch asking for explanation for the loss in the last quarter.**

[Tech wars Inc.](https://www.shu6h4m.xyz/)

**MEMORANDUM**

TO: Head, Finance Branch

FROM: Head, Tech Wars Inc.

DATE: March 03, 2021

SUBJECT: Loss in the Last Quarter

After board meeting held on Tuesday this week, I had a chance to review our Sales report of this fiscal year. As the reports describe that we have gained a heavy loss in the last quarter, I hereby asking you to explain all the circumstances or perimeters on which we have faced such loss.

Prepare a specific report about these losses and handover it to my PA within two days.

**Ques3. Your college wishes to start two short term summer courses during the forthcoming summer vacations:**

**1 English Speaking and Listening Skills**

**2. Improve Your Body Language.**

**As students’ representative, the Principal of your college has asked you to prepare a report on the feasibility of starting these courses in your college campus. Please draft a report.**

**REPORT (Draft)**

**Feasibility of Summer Courses**

**THE PROJECT:**

To Start Two Short Term Summer Courses during forthcoming summer vacations.

**PURPOSE OF THE PROJECT:**

This project is commissioned by St. Stephen College, Delhi to undertake a feasibility study on the possibility of starting two short term summer courses listed below during forthcoming summer vacations.

* English Speaking and Listening Skills
* Improve Your Body Language.

**STUDY:**

This report is all about the feasibility and challenges that the college o will face in starting the new courses, in the Summer Vacations. Here, in this report you will also find some solutions to overcome these challenges and excel the performance these two courses.

Followings issues were identified while the research conducted by me and my team. We have concluded these issues in this report in different aspects as follows:

* **Technical Feasibility :** After going through the records of resources and staff we have found that college have faculty to held “English Speaking & Listening Skills” course but do not have any instructor for “Improve Your Body Language” course.

Further these courses require Air Conditioned Rooms or Halls as Temperature is soaring this summer but according to records, we only have one such hall in our campus so it will not be possible to start both courses with same time slot.

* **Economic Feasibility:** Data received from finance department shows that we have enough funds to start these courses. Although college can charge a affordable fee from the students who will be attending these courses. To make these courses a great hit, college should charge affordable fees from students.
* **Legal Feasibility**: In the time of this Pandemic most of the institutions are offering online courses because of the orders received from government but to start these courses in offline mode at our college campus, administration may face legal actions from the authorities.
* **Operational Feasibility:** Our team find no issue in operations of these courses although these courses may require special arrangements if some students have some kind of disabilities.
* **Scheduling Feasibility:** Discussing about the schedule of these courses, we have found that every lecture is to be scheduled on time and course must be completed prior to vacation break otherwise it will become difficult for students as well as college to continue these courses after the summer vacations.

**CONCLUSION:**

These two courses are very beneficial to a student and should be started in this summer vacations on time. Although there are some issues that stated earlier in this report, once these issues are resolved, these courses are going to be big hit for our college as well as the students who will enroll in these courses.

Submitted By:

XYZ

President, All India Students Association

Submitted To:

Head, Administrative Cell

Oxford College

**Ques 4: Your University has been considering a major restructuring academic exercise which includes a shift from three year degree course to four-year degree course. You have appointed as Secretary to a Committee of selected students form different colleges of the university to present the students’ opinions. You organized the first meeting of the committee. Write the minutes of meeting.**

D. U.

**{ Student Committee }**

Meeting Minutes

1st March, 2021

11:00 AM

Delhi

**Meeting Purpose:** To discuss the pros and cons of university decision to increase the course duration of MCA from 3 years to 4 years

**Present:**

Mr. Ankit ( Student- School of System Sciences )

Mr. Bhagesh ( Student – School of System & Computer Sciences )

Mr. Krishna Kumar ( Student Activist )

Ms. Latika ( Student- TiTu MaMa College )

Mrs. Nidhi Gupta ( Student- Pawri College )

**People Invited:**

Mr. Ankit ( Student- School of System Sciences )

Mr. Anjali ( Student- Pawri College, JNU )

Mr. Bhagesh ( Student – School of System & Computer Sciences )

Mr. Krishna Kumar ( Student Activist )

Ms. Latika ( Student- TiTu MaMa College )

Mrs. Nidhi Gupta ( Student- Pawri College )

Mrs. Shraddha (Student Activist)

**Apologies From:**

Mr. Aniket ( Student- Pawri College, Du )

Mrs. Vandana (Student Activist)

**Observer:**

M. Jagdish Kumar ( VC DU)

**Matter Arising:**

Most of the member in committee find the course duration of 4 year for MCA to be very useful whereas some voted against it.

In favor of decision: 70 %

Opposing the decision: 30%

**Report:**

Committee finalized that decision of the university should be implemented till next meeting this decision is final.

**Agenda for Next Meeting:**

Discussing the feasibility of increasing course duration by 1 year.

Next Meeting is scheduled on Tuesday next week at 11:00 AM in Delhi.

**Adjournment:**

Meeting was adjourned at 12:30 PM by M Jagdish on the request of Shubham.

|  |  |
| --- | --- |
| Minutes submitted by: | XYZ |
| Approved by: | VC DU |

**Q5. Assume you have joined a home paints company. As your first assignment in the company, you have been kept in the team of your seniors who are working on preparing a user’s manual for home paints users. Prepare the user manual including essential parts like visuals, graphs, design, legal disclaimers, help lines etc.**

HOME PAINTS USER MANUAL:

Greetings from XXX home paints!

XXX Home Paints is India’s largest, and amongst the top 50 decorative paints companies in the world. We operate in 15 countries and have 26 paint manufacturing facilities in the world servicing consumers in over 20 countries. Home Paints Projects Sales is a division that caters to needs of projects and offers its services in over 90 locations across the country. We provide you recommendation on range of products and services to help you decide on the best solution for painting of your living spaces.

Happy painting!!

Content:

1. Steps in painting
   1. Pre-painting
      1. Fix problem areas
      2. Choose colour
   2. Painting

1.2.1 How to apply

* 1. Post-painting
     1. Post-painting care

1. Visuals and graphs
2. Legal Disclaimers
3. Help-lines
4. Steps in painting

**Pre-Painting**

Pre-painting consists of taking actual measurement of the surfaces to be painted, identification and rectification of problem areas as well as choosing the right products and colour combinations to be used on your society. Read on to understand the range of services that Asian Paints provides during this stage to make your job easier, comprehensive and worthwhile

**Painting**

This section helps you understand the entire painting process and shares tips on how to get the best results. From preparation of surface to application of paint, it will guide you on the right steps to follow at each point. During this stage, we provide you a clearly defined, no-surprises process for execution of the entire job.

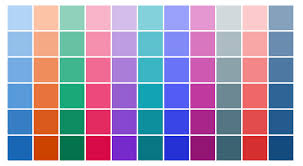
**Post-Painting**

Once the painting is done, it is important that your society retains its Landmark status for longer. Our range of services equips you to handle some of the challenges that you may face in doing so.

* + 1. Fix problem areas:

Damp spots are discoloured patches on walls, usually caused by water leaking from internal or external drain pipes, incorrectly placed air conditioner ducts and rainwater. It is critical to resolve dampness before you start painting as it may result in flaking and peeling off the paint.

* + 1. Choose colour:



* Anti-Carbonation
* High Stretchability
* Dry Film Thickness
* Water Proofing
* Anti-Algal Performance

1.2.1 **How to apply:**

* Prepare the surface well. To combat algae, cracks or dampness refer to pre-painting section. For loose surface particles or highly absorbent walls, apply a coat of SmartCare Exterior Sealer. Re-plaster crumbling walls. Allow freshly plastered surfaces to cure properly with water for at least 4 weeks before painting. Remove algae, grime and loose particles using Pressure Washer.
* For best results, mix the putty with Electric Mixer. If your walls have holes, dents or undulations, apply 1-2 coats of good exterior durable putty to cover the holes and smooth the wall surface. For larger dents and cracks, use a mixture of white cement and fine sand in a 1:3 ratio, or a good quality crack-filling product After the application of putty, sand the surface.
* Once the putty is dry, apply a base coat of exterior primer by diluting it with water in a 1:1 ratio. The primer maximises the adhesion of the paint film to the wall, helps protect the wall surface and increases the durability of the paint.
* Apply 2-3 coats of topcoat over the surface. Ensure that you follow the important points mentioned on the next page to extract optimal performance from the paint. For best results, use Exterior Roller.

**1.3.1 Post-painting care**

Leaking pipes Replace pipes:

every 10 years to prevent leakage & seepage from worn-out pipes.

Air conditioner ducts:

Use longer pipes for water outflow and avoid water spattering on the walls.

Internal dampness:

Look out for internal dampness. Repair cracks and replace leaking pipes immediately.

Drying clothes:

Ensure that balconies are not used for drying clothes. Designate some areas as ‘dry’ areas where the water can drip on ceramic tiles rather than run off balconies and walls thereby leaving ugly streaks on your beautiful walls.

Weeds:

Clear away plant growth from the drainage channels

1. Visual and graphs

Living room:



Kitchen:



Bedroom:



Kid’s room:



1. **Legal disclaimers:**

Colour Depictions

All colours displayed on the manual are subject to variation based on the resolution of the printer. XXX home Paints is not liable for any shade variations.

Expiry and health hazards:

All the paints have gone through the standard quality check, no complaints will be headed in case of usage of expired products. The company takes no responsibility on oral consumption of the products or effects on skin on physical contact. Excessive inhalation of paints is considered under oral intake only and in no way is reliability of the company

1. **Help-lines:**

In case of health issues due to toxins from paints and quality complaint you may refer to the following number for help.

98XXXXXX0X

For assistance in the painting procedure use our toll-free number.

0110-XX0-00X

For expert guidance and suggestions our team provides at home demo. To book an appointment you may contact here.

X800900XXX